

**AGENDA ITEM:** Regional Library Network Development

**ISSUES TO COME BEFORE THE BOARD AT THIS MEETING:**

1. Should the Sierra Valley Library Network application for network status be approved?
2. Should the applications of potential charter members of the Sierra Valley Library Network be approved?
3. Should the Arroyo Seco Library Network application for network status be approved?
4. Should the applications of potential charter members of the Arroyo Seco Library Network be approved?
5. Should the Tierra del Sol Library Network application for network status be approved?
6. Should the applications of potential charter members of the Tierra del Sol Library Network be approved?
7. Should the Heartland Library Network application for network status be approved?
8. Should the applications of potential charter members of the Heartland Library Network be approved?
9. Should the applications of potential charter members of the Cascade Pacific Library Network be approved?
10. Should the applications of potential charter members of the Golden Gateway Library Network be approved?
11. Should the applications of potential charter members of the Gold Coast Library Network be approved?

**ISSUE 1: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board accept the application of the Sierra Valley Library Network, as it meets all the legal requirements of the Library of California Act and Regulations, that the Network Area for this Network be established for the same geographical area as Planning Region 3, and that the Sierra Valley Library Network be established immediately and be approved to begin operations no sooner than January 1, 2001.

**ISSUE 2: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board approve the 58 institutions included in Table 1, Sierra Valley Completed Charter Membership Applications, as charter members of the Sierra Valley Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001.

**ISSUE 3: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board accept the application of the Arroyo Seco Library Network, as it meets all the legal requirements of the Library of California Act and Regulations, that the Network Area for this Network be established for the same geographical area as Planning Region 4, and that the Arroyo Seco Library Network be established immediately and be approved to begin operations no sooner than January 1, 2001.

**ISSUE 4: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board approve the 108 institutions included in Table 2, Arroyo Seco Completed Charter Member Applications, as charter members of the Arroyo Seco Library Network effective immediately, and that state-funded member benefits for these libraries commence no sooner than January 1, 2001.

**ISSUE 5: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board accept the application of the Tierra del Sol Library Network, as it meets all the legal requirements of the Library of California Act and Regulations, that the Network Area for this Network be established for the same geographical area as Planning Region 5, and that the Tierra del Sol Library Network be established immediately and be approved to begin operations no sooner than January 1, 2001.

**ISSUE 6: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board approve the 69 institutions included in Table 3, Tierra del Sol Completed Charter Membership Applications, as charter members of the Tierra del Sol Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001.

**ISSUE 7: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board accept the application of the Heartland Library Network, as it meets all the legal requirements of the Library of California Act and Regulations, that the Network Area for this Network be established for the same geographical area as Planning Region 6, and that the Heartland Library Network be established immediately and be approved to begin operations no sooner than January 1, 2001.

**ISSUE 8: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board approve the 33 institutions included in Table 4, Heartland Completed Charter Membership Applications, as charter members of the Heartland Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001.

**ISSUE 9: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board approve the 40 Institutions included in Table 5, Cascade Pacific Completed Charter Membership Applications, as charter members of the Cascade Pacific Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001.

**ISSUE 10: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board approve the 28 institutions included in Table 6, Golden Gateway Completed Charter Membership Applications, as charter members of the Golden Gateway Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001.

**ISSUE 11: RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board approve the 28 institutions included in Table 7, Gold Coast Completed Charter Membership Applications, as charter members of the Gold Coast Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001.

## **REGIONAL LIBRARY NETWORK APPLICATIONS AND MEMBERSHIP APPLICATIONS FROM POTENTIAL CHARTER MEMBERS**

### **BACKGROUND:**

Article 5, Section 20316 of the regulations for the Library of California governs the establishment of regional library networks, and states the Board's obligations for reviewing and evaluating applications for network status. This article, reproduced below, does not provide any specifics for analysis of the application packet. However, Section (c) states that "the state board shall review the plan for completeness and for compliance with the purposes and provisions of the Act."

Section 20313 of the regulations entitled *Affiliation with a Regional Library Network* provides a little more clarification in relation to the state board's determination of exceptions to geographical contiguity. Neither of these sections addresses the specifics of a review process.

### **Article 5. Regional Library Networks**

#### ***20316. Establishment of Regional Library Networks.***

- (a) The state board shall use the following criteria to approve the boundaries of the regional library networks, considering both cost-effectiveness and relationship to the resource sharing purposes of this chapter: public library jurisdictional boundaries; commonality with boundaries of educational institutions; recognition of current transportation, marketing, and communications patterns; location of and access to library resources; adequacy of resources for resource sharing purposes; population; and geographical contiguity.
- (b) Every geographic area of the state shall be served by a regional library network.
- (c) Upon receipt of a plan for a regional library network as set forth in Education Code Section 18840, the state board shall review the plan for completeness and for compliance with the purposes and provisions of the Act.

- (d) The state board shall conclude its plan review within one hundred and twenty days from the submission of the plan and approve or disapprove it. If a regional library network's plan is disapproved, the state board shall note the reason(s) for its disapproval and may make recommendations as to modifications which would make the plan approvable. A modified plan may be re-submitted for state board consideration.
- (e) Upon state board approval, a regional library network shall be established for the purposes of this Act and its organization and members shall be recognized as eligible to receive services and funds under the provisions of this Act. The establishment and recognition of the regional library network shall be considered effective on the first July 1 following state board approval. The state board may approve an earlier effective date if it determines that such action would best serve the purposes of the Act.

With Gold Coast Library Network's application submitted on May 10, 2000, it became necessary to develop a review process for review of their plan. The LoC Team met and determined that it was appropriate for the regional liaison, the LoC Director and any other interested LoC Team member to review the application packet to determine first if it was in compliance with the Section 18840 Act. An activity log was also developed to note activity related to the processing of the application packet.

Sec. 18840. Required plan.

To be eligible for funds under this article, a regional library network shall submit a plan to the state board for approval. The plan shall include all of the following:

- (a) An organizational structure.
- (b) Bylaws.
- (c) Membership policies, assuring that all eligible libraries in eligible public library jurisdictions and in eligible institutions in the geographic region will be enabled to participate.
- (d) A long-range plan, including the transition of services from the California Library Services Act to the Library of California Act, the criteria and functions for regional resource libraries, and the linkages with information agencies in the region.
- (e) The endorsement of the charter members. The charter members shall include more than one type of library.
- (f) Geographical contiguity.

## **Review Process:**

At the June Board meeting, the Board asked that the process used to review regional applications for network status be shared with the regions for their information. Following is the process that is being used to evaluate the information provided, and assure compliance as specified in the Code of California Regulations, Section 20316 (c). Staff, acting on behalf of the Board, will conduct the review of documents for completeness and will make recommendations to the Board. The time period of 120 days specified in the regulations starts from the date the network application is received at the State Library, not the date of the first board meeting at which the application is reviewed.

## **Receipt of Application:**

When the application is received, it is date stamped to mark its receipt. The application is checked to be sure that an original and at least 3 copies have been provided. If multiple copies are not provided, additional copies are made.

- Original: Three hole punched and placed in a binder as a clean copy
- Additional: One copy to the Director LoC, remaining copies to liaison(s)

Remaining copies are retained for use with legal or the budget office, if needed. The original copy in its binder is housed in the Director's office for the remainder of the review process and is open to inspection. Any decisions related to the application are filed in the binder, so there is a complete record of activity.

## ***Membership Applications:***

As member applications are received, they follow the same process as the network applications. One copy of each member application is filed in the binder with remaining distributed as above.

## **Basis for Review:**

In the regulations Section 20316 (c), the Board must review applications for compliance with the purpose and provisions of the Act. These are specified in Sections 18801 and 18802 of the Act. Section 18840 of the Library of California Act serves as an outline for review of applications. Each network application must meet all of items a. through f. as stated in the Act. In addition, LoC regulations article 4 – Eligible Libraries and article 5 – Regional Library Networks give further information to be used in the scrutiny of network and member applications.

Because the regulations do not include model documents for use in applying for either network status or membership status, the provisions of the law and regulations must be determined, regardless of format.

Paul Smith, legal counsel, was consulted about the depth of investigation that should to be done as part of the Board's review. He concurred with staff that the purpose of the review is to ensure that legal requirements are met, and that the state should not be involved in determining or commenting on the detail of an application's content. While the state may need to develop a budget based on details provided in network applications, it does not have the authority to approve or disapprove elements of the application on the basis of anything other than what is specified in law and regulations.

**Review Process:**

The Director does a quick initial scan at the time of receipt to make sure that there are no obvious omissions in the information being received. If an omission is noted, the Director immediately contacts the regional contact to discuss the omission and reach resolution or receipt of the omitted item(s). Following this scan, copies are distributed to the regional liaison(s) for their review. A meeting is then scheduled between the director and the liaison(s) to review each document and determine if there are any problems which would deter approval. Documents are also reviewed to assure that they are compliant with the purposes and provisions of the Act.

If during the review of documents legal questions arise, an opinion is sought through the State Library legal counsel. Any concerns will be communicated to the regional contact.

The review follows the checklist provided in the Act: section 18830 for membership applications, and section 18840 for regional network applications. All items listed in these two sections must be represented in the information provided on the respective completed applications. If omissions or inconsistencies are minor, staff will attempt to resolve them by contacting either the region or the library.

The review also encompasses the regulations, sections 20313 for member libraries, and 20316 for network applications. These sections specify the criteria the board must use to review and approve or deny applications.

**Problem Resolution:**

The network application and the membership applications are reviewed separately. Any problems noted are immediately shared with the regional contact. As additional materials are received, they are added to the binder. Problems are reported as they arise.

Membership applications are reviewed to ensure that they meet the legal requirements specified in the Act section 18830. Since it is our intent to approve applications and not to deny them, we will work with the library and/or region to resolve any gaps in information provided.

Of particular concern in the membership applications is the authorization of the governing authority for the library to participate in the Library of California. If there is no documentation with the membership application that substantiates the signature, the region will be first contacted to see if there is this information on file in the regional office. If not, then the library will be contacted to request further information.

If at all possible, membership applications will be moved forward for approval. Because the process of reviewing membership applications is new, there may be cases where staff need legal opinions to move forward. If this is the case, and there is not sufficient time to resolve the issue before the next board meeting, the staff will recommend deferring a decision on the application until the legal issue is resolved.

Problems arising from screening member applications will be sent to the regional contacts. Each problem identified is communicated to the regional contact with a proposed resolution, if possible. Should this be a complicated problem, then a written communication occurs. Communication is made with expediency in mind, so email may be used. If required, the liaison will attend the regional meeting to resolve any open issues. If necessary, additional staff, including the Director, may attend to expedite resolution. A record of problems identified and resolved is kept with the master copy of the network application. Should the staff be recommending that the board not take action on specific membership applications, written notification will be sent to the regional contacts in advance of the board meeting so that there is a potential for resolution to occur prior to or at the board meeting.

### **Recommendation to the Board:**

According to the regulations, Section 20316(d), the state board shall conclude its plan review within one hundred and twenty days from the submission of a plan and approve or disapprove it. If, during the review process, there appears to be a problem that will not be able to be resolved within the allotted time frame, staff will work with the region to determine if the application should be withdrawn and resubmitted once revised. If a plan is complete, and ready for the Board to take action, staff will prepare an agenda item.

Agenda items for regional library network applications are submitted under the Support Services Committee, in the document entitled Regional Library Network Development.

Copies of the network application and membership applications will be brought to the meeting, and made available to the Board upon request.

Motions for approval of network applications and library memberships in networks will be separate motions. Consideration of network status will be a one-time process, while the Board will be considering additional membership applications in the future.

### **Board Approval:**

Once the Board approves the regional application and initial member applications, a complete copy of all documents will be provided to the State Library Budget Office. At the time the Board passes the original budget allocation, that information will be sent to the State Library Budget Office to be included in the region's file. A complete copy of all information will reside permanently in the Library of California files and in the CSL Budget Office files.

Membership applications must meet the criteria established in the Act, cited below. Membership forms developed by regional planning groups will vary, and may require more information that will be used for regional planning purposes. Board approval is to be based solely on the inclusion of the items delineated in the Act, and not on the supplemental information provided.



## **ARTICLE 4. ELIGIBLE LIBRARIES.**

### **Sec. 18830. Participating libraries.**

- a. Libraries in public library jurisdictions that are members of a regional library network and libraries in institutions that are members of a regional library network are eligible to receive services under this chapter and to become participating libraries. The board of governance or the appropriate administrative authority for each academic library, public library, school library, and special library that decides to join a regional library network shall take official action to approve network membership. That local governing agency or appropriate administrative authority shall agree not to reduce funding for library services as a result of network participation. Each public library jurisdiction, school district, university or college, and institution or corporation, or agency or branch thereof, may become a member of a regional library network. A public library jurisdiction not a member of the California Library Service Act public library system on the effective date of this section, and an institution, shall have at least one library that agrees to be a participating library and meets the following eligibility standards:
  1. A written explicit mission statement and service objectives.
  2. A fixed location in California.
  3. Established hours of service.
  4. An organized collection of information and materials accessible for use by its primary clientele.
  5. Designated, onsite, paid staff for library services. At least one staff person shall have a master's degree in library or information science or a California library media teacher credential issued by the Commission on Teacher Credentialing, but equivalent graduate education or demonstrated professional experience may be substituted for this requirement. The eligibility determination will be made by the regional library network.
  6. An established funding base.
- b. Participating libraries must agree to all of the following:
  1. To share resources and services with other members of the regional library network.
  2. To provide resources and services for other members of the regional library network.
  3. To meet the minimum resource-sharing performance standards of the regional library network.
- c. Participating libraries may not obtain services provided under this act on behalf of nonparticipating libraries. No membership fees or service fees may be assessed for access to service delivered by state funds under this chapter. Regional library networks may provide their members with increased or enhanced services for a fee, at the option of each member.
- d. Library jurisdictions that are members of the California Library Services Act public library systems on the effective date of this section are deemed to meet the eligibility standards in subdivision (a), and shall not be required to certify that they meet these eligibility standards.

## **ISSUE 1: Consider the Sierra Valley Library Network application for network status.**

On September 22, 2000, the Sierra Valley Library Network application for regional status was received by the Library of California staff on behalf of the Board. Receipt of the application began the 120-day clock for Board consideration of the application. Numerous discussions have occurred between LoC staff, regional contacts and members of the Sierra Valley Regional Planning Group. As a result, Sierra Valley is requesting consideration of its application at the November 2000 Board meeting.

Staff reviewed the network application to ensure compliance with the Act and to ensure that the documents required in Section 18840 contained the elements required by the Act. The following is a detailed item-by-item analysis of the Sierra Valley application. Sierra Valley's application contains all the necessary elements, and their application complies with the intent of the Library of California Act. Staff has determined that the documentation is sufficient to warrant board approval of their application for regional network status.

### **Sierra Valley Network Application Review**

Using Section 18840 of the Act as a guide, here is a review of the Sierra Valley application.

Sec. 18840. Required plan.

To be eligible for funds under this article, a regional library network shall submit a plan to the state board for approval. The plan shall include all of the following:

- (a) ***An organizational structure.*** Sierra Valley includes a description of their organizational structure as adopted by their Executive Planning Group on August 24, 2000. Sierra Valley has also included their Articles of Incorporation which indicate that the Network intends to become a nonprofit public benefit corporation. This is substantiated in their bylaws which provide detail on the organization and its structure.
- (b) ***Bylaws.*** Sierra Valley provides their Bylaws. Sierra Valley used as their model the model developed with the assistance of McDonough Holland and Allen. Their bylaws include all the elements that were identified by this law firm as necessary elements for bylaws for the type of organization that Sierra Valley is forming.
- (c) ***Membership policies, assuring that all eligible libraries in eligible public library jurisdictions and in eligible institutions in the geographic region will be enabled to participate.*** Membership policies and guidelines have been explicitly provided. These identify basic eligibility requirements, other requirements of the Library of California Act, and Sierra Valley Library Network performance standards. This section is explicit and clear.

- (d) *A long-range plan, including the transition of services from the California Library Services Act to the Library of California Act, the criteria and functions for regional resource libraries, and the linkages with information agencies in the region.* Included behind tab 7 are the elements of Sierra Valley's planning documents. All of the required elements are provided and specifically identified. The Sierra Valley application meets this requirement.
- (e) *The endorsement of the charter members. The charter members shall include more than one type of library.* Provided with the documents submitted on September 22, 2000, is a binder entitled Charter Membership Endorsement Letters. All libraries and institutions which applied for membership prior to this date have submitted signed documents endorsing the plan, as required. This set of endorsements represents a majority of the charter members, and charter membership includes all four types of libraries. The Sierra Valley application meets this requirement.
- (f) *Geographical contiguity.* All libraries completing charter member applications are libraries within the geographic area designated Planning Region 3 by the Library of California Board. No services appear to be for libraries which are outside this planning region. The application meets this requirement.

**Recommendation:**

In December 1999, the Sierra Valley Executive Planning Group indicated that they thought it would take at least 18 to 24 months to complete application to the Library of California Board. Due to their diligence and hard work, they have submitted their application in under a year. Their application shows significant thought and work, and it is organized in a manner which enhances its review. The Sierra Valley Planning Group is to be commended for its perseverance, and the staff is proud to recommend their application for approval.

**ISSUE 2: Consider the applications of potential charter members of the Sierra Valley Library Network.**

As of October 20, 2000, 61 institutions or public libraries have submitted applications to the Library of California requesting membership in the Sierra Valley Library Network. At this time, the staff is recommending consideration of 58 of these applications, with the remaining to be considered at a later Board meeting. These 58 institutions represent 186 participating libraries. The 58 institutions proposed for membership at this time are listed in Table 1.

Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Act, as provided on page 9 of this document.

Those membership applications which are being held for a future Board meeting require approval of participation by the governing authority or verification that the signature provided has been designated by the organization with signing authority.

**TABLE 1**  
**Sierra Valley Completed Charter Member Applications**

Alpine County Library	Mono County Free Library
Amador County Library	Natomas Unified School District
Atwater Elementary School District	Nevada County Library
Auburn Placer County Library	Non-Profit Resource Center Library
California Department of Water Resources/Law Library	Placer County Library
California Integrated Waste Management Board Library	Roseville Public Library
California State Library	Sacramento City School District
California State University, Sacramento	Sacramento Country Day School
California State University, Stanislaus	Sacramento County Law Library
Calaveras County Library	Sacramento County Office of Education LRC
Columbia College	Sacramento Public Library
Commission on POST	Saint Francis High School
Deuel Vocational Institution	San Joaquin Delta College
Dixon Public Library	Sierra Community College District
E & J Gallo Winery	Sierra Conservation Center
El Dorado County Library	Stanislaus County Library
El Dorado Union High School District	State of California. Department of the Youth Authority-OH Close Youth Correctional Facility
Folsom Public Library	Sutter Resource Library
Jesuit High School	Tuolumne County Library
Lincoln Public Library	University of California, Davis
Lodi Public Library	University of the Pacific
Loretto High School	University of the Pacific-McGeorge School of Law
Memorial Hospitals Association Library Department	Wheatland School District
Merced City School District	Woodland Public Library
Merced College	Yolo County Library
Merced County Law Library	Yuba Community College
Merced County Library	Yuba County Library
Merced Union High School District	

**Recommendation:**

Staff recommends the approval of the membership applications of the above-named institutions and public library jurisdictions effective immediately, and recommends that membership benefits begin with the commencement of the Sierra Valley Regional Network no sooner than January 1, 2001.

### **ISSUE 3: Consider the Arroyo Seco Library Network application for network status.**

On September 22, 2000, the Arroyo Seco Library Network application for regional status was received by the Library of California staff on behalf of the Board. Receipt of the application began the 120-day clock for Board consideration of the application. Numerous discussions have occurred between LoC staff, regional contacts and members of the Arroyo Seco Core Planning Group. As a result, Arroyo Seco is requesting consideration of its application at the November 2000 Board meeting.

Staff reviewed the network application to ensure compliance with the Act and to ensure that the documents required in Section 18840 contained the elements required by the Act. A detailed item-by-item analysis of the Arroyo Seco application is retained in the official LoC file for this application. Arroyo Seco's application contains all the necessary elements, and its application complies with the intent of the Library of California Act. Staff has determined that the documentation is sufficient to warrant Board approval of the Arroyo Seco application for regional network status.

## **Arroyo Seco Network Application Review**

Using Section 18840 of the Act as a guide, here is a review of the Arroyo Seco application.

Sec. 18840. Required plan.

To be eligible for funds under this article, a regional library network shall submit a plan to the state board for approval. The plan shall include all of the following:

- (g) ***An organizational structure.*** Arroyo Seco provides the necessary documentation in its bylaws to show that it has established an organizational structure. Also included are its articles of incorporation establishing the network as a nonprofit public benefit corporation.
- (h) ***Bylaws.*** Arroyo Seco has provided its Bylaws. Arroyo Seco used as their model the model developed with the assistance of McDonough Holland and Allen. Their bylaws include most of the elements that were identified by this law firm as necessary elements for bylaws for the type of organization that Arroyo Seco is forming. However, sections on exceptions to the network area requirement, membership eligibility appeals, and the long-range plan and plan of service were not included. Also, minor inconsistencies and problems were noted in reviewing the entire set of bylaws. In discussion with regional contacts and the Arroyo Seco Core Planning Group, these problems have now been resolved. Submitted with the bylaws are the amended sections which are to be added when the bylaws are reprinted. The bylaws as amended meet the requirements of the law.
- (i) ***Membership policies, assuring that all eligible libraries in eligible public library jurisdictions and in eligible institutions in the geographic region will be enabled to participate.*** The Core Planning

Group adopted membership criteria which are based on the Library of California Act, Section 18830. They meet the minimum requirement of the law. Included in these criteria are Resource Sharing Performance Standards developed by the Services Subcommittee of the Core Planning Group and approved by the Group on May 3, 2000.

- (j) ***A long-range plan, including the transition of services from the California Library Services Act to the Library of California Act, the criteria and functions for regional resource libraries, and the linkages with information agencies in the region.*** Arroyo Seco has provided a Long-Range Plan of Service. All of the elements required by the Act have been included. It should be noted that there is a comprehensive detailed Objectives/Activities timeline, a detailed budget, and a needs assessment report.
- (k) ***The endorsement of the charter members. The charter members shall include more than one type of library.*** Included with the Arroyo Seco network application are membership applications from all four types of libraries: public, academic, special, and school. Being presented for approval at this meeting are 107 membership applications representing 433 participating libraries. Arroyo Seco has included endorsements of the network plan from a majority of institutions and public libraries applying for membership, representing all types of libraries. Arroyo Seco meets this requirement.
- (f) ***Geographical contiguity.*** The Arroyo Seco Bylaws specify that the network serves the geographic area established by the Library of California Board. The assumption has been made by the Core Planning Group that the same geographic area as Planning Region 4 will be established for the Arroyo Seco Library Network. Inclusion of the specific geographic area in the Board's motion will designate an area with geographical contiguity. In addition, the application includes map and narrative specifying all of Los Angeles and Orange counties as the service area.
- (g) Section 20316 (a) Establishment of Regional Library Networks, is the section of the regulations which specifies the criteria the Board shall use to approve the boundaries of the regional library networks. Arroyo Seco has recognized that there may be libraries outside its geographic area with whom regional libraries have had traditional resource sharing relationships. Should these libraries choose to continue their relationship to Arroyo Seco libraries, they may request an exception to geographical contiguity as specified in the Regulations, section 20313 (b). One library has chosen to seek this exception in the current group of potential Arroyo Seco members.

**Recommendation:**

Arroyo Seco has provided all of the documents required by law and in a manner which facilitated their review. Arroyo Seco is to be commended on the in-depth, thoughtful

planning process that was employed to develop its application as well as the attention to detail and thoroughness in the application documents. Staff recommends adoption of the Arroyo Seco application for network status.

**ISSUE 4: Consider the applications of potential charter members of the Arroyo Seco Library Network.**

As of October 20, 2000, 107 institutions or public libraries have submitted applications to the Library of California requesting membership in the Arroyo Seco Library Network. At this time, the staff is recommending, consideration of all of these applications, with the remaining to be considered at a later Board meeting. These 107 institutions represent 433 participating libraries. The 107 institutions proposed for membership at this time are listed in Table 2 below. Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Act, as provided on page 9 of this document.

**TABLE 2**  
**Arroyo Seco Completed Charter Member Applications**

Alhambra Public Library	Covina Public Library
Alhambra School District	Devry Institute of Technology
Alliant University	Diocese of Orange
Altadena Library District	Downey City Library
American Intercontinental University	El Segundo Public Library
Anaheim Public Library	El Camino College
Arcadia Public Library	El Segundo Unified School District
Art Institute of Los Angeles	Fairview Developmental Center
Azusa City Library	Fullerton Joint Union High School District
Azusa Pacific University	Fullerton Public Library
Beverly Hills Public Library	Glendale Public Library
Beverly Hills Unified School District	Glendale Community College
Bruggemeyer Memorial Library	Glendora Public Library
Buena Park Library District	Glendale Unified School District
Burbank Public Library	Hope International University
Calabasas Public Library	Huntington Beach Public Library
California State University, Northridge	Inglewood Public Library
California State Polytechnic University, Pomona	Irvine Unified School District
California State University, Long Beach	Kaiser Permanente
California State University, Los Angeles	LaSalle High School
Cerritos Community College	Long Beach Public Library
Chadwick School	Long Beach Unified School District
Charles R. Drew University of Medicine and Science	Los Angeles Public Library
Claremont University Consortium	Los Angeles Unified School District
Coast Community College District	Mission Viejo Library
Commerce Public Library	Monrovia Public Library
Concordia University	Montgomery Watson Americas
County of Los Angeles Public Library	Mount St. Mary's College
	Mount San Antonio College

North Orange County Community College  
 District  
 Notre Dame High School  
 Oakwood School  
 Orange County Public Library  
 Orange Public Library  
 Orange County Law Library  
 Otis College of Design  
 Oxnard Public Library  
 Pacific Oaks College  
 Palmdale City Library  
 Palos Verdes Library District  
 Pasadena Public Library  
 Pasadena City College  
 Pasadena Historical Museum  
 Placentia - Yorba Linda USD  
 Placentia Library District  
 Providence Health System  
 Rancho Santiago Community College District  
 Redondo Beach Public Library  
 Rio Hondo College  
 Sacred Heart High School  
 Saddleback Valley Unified School District  
 San Marino Public Library  
 San Marino Unified School District  
 Santa Monica College  
 Santa Monica Public Library

Santa Monica-Malibu Unified School  
 District  
 Santa Ana Unified School District  
 Santa Fe Springs City Library  
 Sierra Madre Public Library  
 Signal Hill Public Library  
 Simon Wiesenthal Center  
 South Pasadena Unified School District  
 South Orange County Community District  
 South Pasadena Public Library  
 Southern California Center for Nonprofit  
 Management  
 Southern California Library for Social  
 Studies and Research  
 Southern Youth Correctional Reception  
 Center & Clinic Library  
 Southwestern University School of Law  
 Torrance Public Library  
 University of California, Los Angeles  
 University of Sarasota - California  
 Campus  
 University of California, Irvine  
 Valley Beth Shalom Day School  
 Westchester Neighborhood School  
 Western University of Health Sciences  
 Whittier Public Library  
 Woodbury University

Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Library of California Act.

There is one of the proposed 107 charter members whose location is not within the boundaries of the Arroyo Seco service area: Oxnard Public Library, located in Ventura County. This library has long-standing resource-sharing relationships with libraries in the Arroyo Seco region. According to the regulations, Section 20313 (b), libraries may apply to the Board for an exception to geographic contiguity. According to the regulations,

“The state board’s approval for exceptions shall be based on its determination that:

- (1) the proposed membership is at least as effective a way of carrying out the purposes of the Act as would be the case if the membership were with the regional library network serving the geographic area; and
- (2) the proposed membership does not result in an inefficient expenditure of state funds or redundancy of service.”

Oxnard Public Library has submitted a letter requesting exception to service through its geographic region, and its request for exception has been approved by the Arroyo Seco



Core Planning Group. Oxnard Public Library has long-standing ties to libraries in Arroyo Seco and is not receiving services from the Gold Coast Library Network or Black Gold Cooperative Library System.

**Recommendation:**

Staff recommends the approval of the membership applications of the above-named institutions and public library jurisdictions effective immediately, and recommends that membership benefits begin with the commencement of the Arroyo Seco Regional Network no sooner than January 1, 2001.

**ISSUE 5:** Consider the Tierra del Sol Library Network application for network status.

On September 22, 2000, the Tierra del Sol Regional Library Network application for regional status was received by the Library of California staff on behalf of the Board. Receipt of the application began the 120-day clock for Board consideration of the application. Numerous discussions have occurred between LoC staff, regional contact and members of the Tierra del Sol Planning Committee. As a result, Tierra del Sol is requesting consideration of its application at the November 2000 Board meeting.

Staff reviewed the network application to ensure compliance with the Act and to ensure that the documents required in Section 18840 contained the elements required by the Act. The following is a detailed item-by-item analysis of the Tierra del Sol application. Tierra del Sol's application contains all the necessary elements, and their application complies with the intent of the Library of California Act. Staff has determined that the documentation is sufficient to warrant board approval of their application for regional network status.

## Tierra del Sol Network Application Review

Using Section 18840 of the Act as a guide, here is a review of the Tierra del Sol application.

Sec. 18840. Required plan.

To be eligible for funds under this article, a regional library network shall submit a plan to the state board for approval. The plan shall include all of the following:

- (a) ***An organizational structure.*** Tierra del Sol provides the necessary documentation in its bylaws to show that it has established an organizational structure. Also included are its articles of incorporation establishing the network as a nonprofit public benefit corporation.
- (b) ***Bylaws.*** Tierra del Sol has provided its Bylaws. Tierra del Sol used as its model the model developed with the assistance of McDonough Holland and Allen. The bylaws include all of the elements that were identified by this law firm as necessary elements for bylaws for the type of organization that Tierra del Sol is forming.
- (c) ***Membership policies, assuring that all eligible libraries in eligible public library jurisdictions and in eligible institutions in the***

*geographic region will be enabled to participate.* The Planning Committee adopted membership criteria which are based on the Library of California Act, Section 18830. They meet the minimum requirement of the law. Included in these criteria are Performance Standards for all members of the network.

- (d) *A long-range plan, including the transition of services from the California Library Services Act to the Library of California Act, the criteria and functions for regional resource libraries, and the linkages with information agencies in the region.* Tierra del Sol has provided a Long-Range Plan of Service. All of the elements required by the Act have been included. The Planning Committee commissioned a survey of library directors from all types of libraries within the network area to assist them in developing the plan. The survey was conducted by the San Diego Association of Governments; its report is included in the application documents.
- (e) *The endorsement of the charter members. The charter members shall include more than one type of library.* Included with the Tierra del Sol network application are membership applications from all four types of libraries: public, academic, special, and school. Being presented for approval at this meeting are 69 membership applications representing 213 participating libraries. Tierra del Sol has included endorsements of the network plan from a majority of institutions and public libraries applying for membership, representing all types of libraries. Tierra del Sol meets this requirement.
- (f) *Geographical contiguity.* The Tierra del Sol Bylaws specify that the network serves the geographic area established by the Library of California Board. The assumption has been made by the Planning Committee that the same geographic area as Planning Region 5 will be established for the Tierra del Sol Regional Library Network. Inclusion of the specific geographic area in the Board's motion will designate an area with geographical contiguity.
- (g) Section 20316 (a) Establishment of Regional Library Networks, is the section of the regulations which specifies the criteria the Board shall use to approve the boundaries of the regional library networks. Tierra del Sol has recognized that there may be libraries outside its geographic area with whom regional libraries have had traditional resource sharing relationships. Should these libraries choose to continue their relationship to Tierra del Sol libraries, they may request an exception to geographical contiguity as specified in the Regulations, section 20313 (b). One library has chosen to seek this exception in the current group of potential Tierra del Sol members.

#### **Recommendation:**

Tierra del Sol has provided all of the documents required by law and in a manner which facilitated their review. Tierra del Sol is to be commended on the form and content of its application materials, especially the clarity and design of the membership application

forms. The efforts of the regional contact and the planning committee to ensure representation from all parts of an enormous geographic area should also be noted. Staff recommends adoption of the Tierra del Sol application for network status.

**ISSUE 6: Consider the applications of potential charter members of the Tierra del Sol Library Network.**

As of October 20, 2000, Tierra del Sol has forwarded applications from 69 institutions or public libraries submitted to the Library of California requesting membership in the Tierra del Sol Regional Library Network. At this time, staff is recommending, consideration of all of these applications. These 69 institutions represent 213 participating libraries. The 69 institutions proposed for membership at this time are presented in Table 3 below.

Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Act, as provided on page 9 of this document.

**TABLE 3**  
**Tierra del Sol Completed Charter Member Applications**

A.K. Smiley Public Library	MiraCosta College
Alliant University	Moreno Valley Public Library
Arrowhead Regional Medical Center	Murrieta Public Library
Banning Unified School District Library District	Naval Hospital
Beaumont Library District	Oceanside Public Library
Burnham Institute	Ontario City Library
California Baptist University	Palm Springs Public Library
California Institution for Women	Palo Verde Valley District Library
California State University at San Bernardino	Patton State Hospital
California State University San Marcos	Point Loma Nazarene University
California Western School of Law	Pomona Valley Hospital Medical Center
Camarena Memorial Library	Rancho Cucamonga Public Library
Carlsbad City Library	Rancho Mirage Public Library
Central Union High School District	Redlands Unified School District
Children's Hospital	Richard J. Donovan Correctional Facility
Chula Vista Public Library	Rim of the World Unified School District
Colton Public Library	Riverside Community College District
Corona Public Library	Riverside County Law Library
Coronado Public Library	Riverside Public Library
Desert Regional Medical Center	Riverside Unified School District
Escondido Public Library	Riverside, County Library System
Francis Parker School	Salk Institute for Biological Studies
Grossmont Hospital	San Bernardino City Unified School District
Imperial Valley College	San Bernardino County Library
Inyo County Free Library	San Bernardino Public Library
Julian High School District	San Bernardino Valley College
La Sierra University	San Diego County Public Law Library
Loma Linda University	San Diego Natural History Museum
Loma Linda University Medical Center	San Diego Public Library
	Sharp Memorial Hospital

Southwestern College  
SPAWAR Systems Center  
Temecula Valley Unified School District  
United States International University  
University of California, Riverside  
University of California, San Diego

University of Redlands  
Upland Public Library  
Veterans Administration Medical Center,  
Loma Linda  
Yucaipa Calimesa Joint Unified School  
District

Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Library of California Act.

There is one of the proposed 69 charter members whose location is not within the boundaries of the Tierra del Sol service area: Pomona Valley Hospital Medical Center, located in Los Angeles County. This library has long-standing resource-sharing relationships with libraries in the Tierra del Sol region. According to the regulations, Section 20313 (b), libraries may apply to the Board for an exception to geographic contiguity. According to the regulations,

“The state board’s approval for exceptions shall be based on its determination that:

- (3) the proposed membership is at least as effective a way of carrying out the purposes of the Act as would be the case if the membership were with the regional library network serving the geographic area; and
- (4) the proposed membership does not result in an inefficient expenditure of state funds or redundancy of service.”

Pomona Valley Hospital Medical Center has submitted a letter requesting exception to service through its geographic region, and its request for exception has been approved by the Tierra del Sol Planning Committee. Pomona Valley Hospital Medical Center has long-standing ties to libraries in Tierra del Sol and is not receiving services from the Arroyo Seco Library Network or Metropolitan Cooperative Library System.

**Recommendation:**

Staff recommends the approval of the membership applications of the above-named institutions and public library jurisdictions effective immediately, and recommends that membership benefits begin with the commencement of the Tierra del Sol Regional Network no sooner than January 1, 2001.

**ISSUE 7: Consider the Heartland Library Network application for network status.**

On September 22, 2000, the Heartland Library Network application for regional status was received by the Library of California staff on behalf of the Board. Receipt of the application began the 120 day clock for Board consideration of the application. Discussions have occurred between LoC staff, regional contacts and members of the Heartland Planning Group. As a result, Heartland is requesting consideration of their application at the November Board meeting.

Staff reviewed the network application to ensure compliance with the Act and to ensure that the documents required in Section 18840 contained the elements required by the Act. The following is a detailed item-by-item analysis of the Heartland application. Heartland's application contains all the necessary elements, and their application complies with the intent of the Library of California Act. Staff has determined that the documentation is sufficient to warrant board approval of their application for regional network status.

## Heartland Network Application Review

Using Section 18840 of the Act as a guide, here is a review of the Sierra Valley application.

Sec. 18840. Required plan.

To be eligible for funds under this article, a regional library network shall submit a plan to the state board for approval. The plan shall include all of the following:

- (a) ***An organizational structure.*** The bylaws describe an organizational structure, and a Table of Organizational structure is included.
- (b) ***Bylaws.*** In the above-mentioned part of their application Heartland provides their Bylaws. Heartland used as their model the model developed with the assistance of McDonough Holland and Allen. Their bylaws include all the necessary elements for bylaws for the type of organization that Heartland is forming.
- (c) ***Membership policies, assuring that all eligible libraries in eligible public library jurisdictions and in eligible institutions in the geographic region will be enabled to participate.*** Standard membership policies are included in the bylaws, and Heartland has also included a set of more explicit membership policies.
- (d) ***A long-range plan, including the transition of services from the California Library Services Act to the Library of California Act, the criteria and functions for regional resource libraries, and the linkages with information agencies in the region.*** The long range plan is included as part of the application, and each of these areas is specifically addressed.
- (e) ***The endorsement of the charter members. The charter members shall include more than one type of library.*** Endorsements are included from a majority of charter members, and applications from charter members from all four types of libraries are included.
- (f) ***Geographical contiguity.*** Article 2, Section 2 of the bylaws indicates that the regional library network is established to serve the geographic area approved from time to time by the Library of California Board. No member applications are included from

libraries outside the Board-established Planning Region 6, and no services appear to be proposed to beyond the geographic boundaries of that planning region. Consequently, this application fulfills this requirement.

**Recommendation:**

Heartland has provided all of the documents required by law and in a manner which facilitated their review. Heartland staff were very conscientious in working with CSL staff in any revisions needed to the application materials, which greatly facilitated the review process. Staff is pleased to recommend the adoption of their application for network status.

**ISSUE 8: Consider the applications of potential charter members of the Heartland Library Network.**

As of October 20, 2000, 33 institutions or public libraries have submitted applications to the Library of California requesting membership in the Heartland Library Network. At this time, the staff is recommending, consideration of all 33 applications. These 33 institutions represent 134 participating libraries. The 33 institutions proposed for membership at this time are listed in Table 4 below.

Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Act, as provided on page 9 of this document.

**TABLE 4**  
**Heartland Completed Charter Member Applications**

Alliant University (Fresno)	Kings Canyon Unified School District
Caruthers Unified School District	Kings County Library
Cerro Coso Community College District	Lemoore Union High School District
Coalinga Huron Library District	Mariposa County Library System
College of the Sequoias	Panama-Buena Vista School District
Community Medical Centers	Saint Agnes Medical Center
Corcoran Unified School District	San Joaquin College of Law
Fresno City College	Sierra Unified School District
Fresno County Free Library	State of California. Department of
Fresno County Law Library	Developmental Services (Porterville)
Hanford Joint Unified High School District	Taft College
Immanuel High School	Tulare County Public Library
Kaiser Permanente Medical Center (Fresno)	Tulare Joint Union High School District
Kerman Unified School District	Tulare Public Library
Kern County Law Library	Valley Children's Hospital
Kern County Library	Yosemite Joint Union High School District
Kern County Superintendent of Schools Office	

**Recommendation:**

Staff recommends the approval of the membership applications of the above-named institutions and public library jurisdictions effective immediately, and recommends that membership benefits begin with the commencement of the Heartland Regional Network no sooner than January 1, 2001.

**ISSUE 9: Consider the applications of potential charter members of the Cascade Pacific Library Network.**

As of October 20, 2000, 41 institutions or public libraries have submitted applications to the Library of California requesting membership in the Cascade Pacific Library Network. At this time, the staff is recommending consideration of 40 of these applications, with the remaining to be considered at a later Board meeting. These 40 applications represent 64 participating libraries. The institutions proposed for membership at this time are:

Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Act, as provided on page 9 of this document.

**TABLE 5**  
**Cascade Pacific Completed Charter Member Applications**

Anderson Union High School District	Mercy Medical Center Redding
Arcata High School	Modoc County Library
Butte County Law Library	Oroville Hospital
Butte County Library	Oroville Union High School District
Butte County Office of Education	Paradise Unified School District
Butte Glenn Community College	Plumas County Library
California State University, Chico, Meriam Library	Redwoods Community College District
Chico Unified School District	Shasta College
Colusa County Free Library	Shasta County Library
Del Norte County Library District	Shasta Regional Community Foundation/ Grants & Resource Center of Northern California
Eureka City Schools	Shasta Union High School District
Feather River College	Susanville Library District
Humboldt County Library	Trinity County Library
Humboldt County Office of Education/HERC	Trinity County Office of Education
Humboldt State University	Willows Public Library
Lassen Community College District	Yreka Union School District

**Recommendation:**

Staff recommends the approval of the membership applications of the above-named institutions and public library jurisdictions effective immediately, and recommends that membership benefits begin with the commencement of the Cascade Pacific Regional Network no sooner than January 1, 2001.

**ISSUE 10: Consider the applications of potential charter members of the Golden Gateway Library Network.**

As of October 20, 2000, 33 institutions or public libraries have submitted applications to the Library of California requesting membership in the Golden Gateway Library Network. At this time, the staff is recommending consideration of 28 of these applications, with the remaining to be considered at a later Board meeting. These 28 institutions represent 80 participating libraries. The institutions proposed for membership at this time are:

Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Act, as provided on page 9 of this document.

**TABLE 6**  
**Golden Gateway Completed Charter Member Applications**

Academy of Art College Library	Napa City County Library
City of Alameda	Nueva Day School
Alameda County Library	Pacific Union College/Nelson Memorial Library
Bethany College Library	Palma High School/ Cislini-Palma Library Media Center
Contra Costa Community College District	Pleasanton Unified School District
Contra Costa County Health Services/ Degnan Medical Library	Santa Clara County Office of Education Library
Cotati-Rohnert Park Unified School District	Santa Cruz County Law Library
Fairfield-Suisun Unified School District	Santa Rosa City Schools
Hillsborough City School District	Sausalito Public Library
Kaiser Permanente Medical Center/ Golden Gate Service Area	Sonoma Developmental Center/Staff Library
Mendocino County Library	Tamalpais High School District
Monterey County Free Libraries	University of California at Santa Cruz
Moreau Catholic High School Library	ValleyCare Health System Library
Morgan Hill Unified School District	
Napa Valley Community College District	

**Recommendation:**

Staff recommends the approval of the membership applications of the above-named institutions and public library jurisdictions effective immediately, and recommends that membership benefits begin with the commencement of the Golden Gateway Library Network no later than January 1, 2001.

**ISSUE 11: Consider the applications of potential charter members of the Gold Coast Library Network.**

As of October 20, 2000, 19 institutions or public libraries have submitted applications to the Library of California requesting membership in the Gold Coast Library Network. At



this time, the staff is recommending consideration of all applications. These 19 institutions represent 36 participating libraries. The institutions proposed for membership at this time are listed in Table 7 below.

Each of the membership applications for these libraries and their institutions contains the information required in Section 18830 of the Act, as provided on page 9 of this document.

**TABLE 7**  
**Gold Coast Completed Charter Member Applications**

Allan Hancock College	Information International Associates/
Archdiocese of Los Angeles/St. Joseph	Vandenberg Air Force Base Library
High School	Lompoc Public Library
Atascadero State Hospital	Pacifica Graduate Institute
Blanchard/Santa Paula Public Library	Paso Robles Public Library
District	St. John's Regional Medical Center
California Polytechnic State University,	San Luis Obispo City-County Library
San Luis Obispo	San Luis Obispo County Law Library
California Lutheran University	Santa Barbara Public Library
California Men's Colony	Ventura County Community College
Cottage Health System/ Santa Barbara	District
Cottage Hospital	Ventura County Law Library
	Ventura County Library

**Recommendation:**

Staff recommends the approval of the membership applications of the above-named institutions and public library jurisdictions effective immediately, and recommends that membership benefits begin with the commencement of the Gold Coast Library Network no later than January 1, 2001.

**RELATED ISSUES TO COME BEFORE THE BOARD IN THE FUTURE:**

1. Consider additional membership applications from institutions and/or public library jurisdictions to become members of regional library networks.
2. Consider funding Regional Library Network Operations for the upcoming fiscal year.

Relevant Committee: Support Services  
Staff Liaison: Diana Paque